

Early Years SENCo Briefing for PVI's Jan 2018

EY SEND Updates

Early Years SEND updates

As you are aware the end of last term saw a lot of changes and the Early Years SEND team now sits with a new Service Manager and is part of the 0-25 Integrated Disability Services. I thought it would be useful to go over a few areas to make sure everyone is up to date with processes and procedures.

- **Contact between settings and the Early Years SEND Team** - If possible it would be really useful if settings could set themselves up on Egress. This provides a secure email that then allows us to discuss children without having to talk in code! It will also allow you to send the team reports or funding applications if you would like me to have a look at them.
- **Funding applications** - If you are making an application for Funding please include a covering letter on headed paper or a compliment slip that has your contact details should there be a query with your application. The outcome regarding the level of funding that has been awarded will be sent to you via Egress (so again you will need to speak to your manager about setting this up). Please remember that some of the funding was agreed until March 2018 and so a renewal application will be needed for these children. The renewal form is on elearning and you would need to include an updated provision map and further reports you may have received since the original application was made.
- The funding forms and example are still available on elearning.
- **End of Financial Year** – As the end of the financial year approaches it is important that funding requests are paid out of the right financial year – thus it is important that any requests for this financial year are made as soon as possible.
- **Request for Support Form** - The request for support form that you previously used and sent to the Children's Centres has been revised. This is now on elearning and will need to be sent to the Early Years Team at Gun Wharf. This can be found in the same location as all the other SEND forms – on the homepage of elearningatlast click on Early Years Information and Guidance(left hand side of the homepage) – then click on Referrals for Practitioners – then log on or go in as a guest and all the SEND forms are together.
- **SENCo Surgeries** - If you need to arrange a SENCo Surgery the details are as follows:
 - ~ Thursday 1st Feb at Gun Wharf
 - ~Wednesday 21st Feb at Gun Wharf
 - ~Thursday 1st March at Parklands
 - ~Thursday 15th March at Gun WharfIf you need to book a slot please contact Tina Newman on 334016 – **remember these should be the most complex children where we need to discuss educational planning.**
- **Training Session** - I am looking to run a Role of the SENCo course next term for any new SENCo's – I need to book a venue so it would be useful to have an idea on numbers so I book a venue with a big enough room. If you could email tina.newman@medway.gov.uk with your details that would be great. Once confirmed more details will follow.
- **SEND Briefings** – these will be held Tuesday 20th March 9.30 – 11.45am Kings Charles and Tuesday 27th March 9.30 – 11.45am Lordswood Leisure Centre. These are repeat sessions so you only need to book on one session. Please email tina.newman@medway.gov.uk telling her which slot you wish to book on. Contact number for Tina Newman is 334016.

I appreciated that we have been through a lot of changes – I look forward to meeting at many of you as possible at the SEND Briefings.

Many thanks
Tina Arterton